

### DOI Work Activity 51: Manage Recreation Opportunities with Partners

<b>Program Area:</b>	Program Management
<b>End Outcome Goal:</b>	REO 2 – Expand Seamless Recreation Opportunities with Partners
<b>Intermediate Outcome:</b>	None
<b>DOI Sub process:</b>	5a - Manage programs

#### Examples/Notes:

**Work Activity Description:** The work captured by this work activity is the overall management and support of projects and programs of its relevant End Outcome Goal, and includes labor and operational costs which cannot be assigned to a specific, direct cost, work activity, OR it is work involving overall program leadership, planning and directing the work of others, coordination, or general administrative support. The work of this work activity consists of support of the programs within the relevant End Outcome Goal, and is used by supervisors and managers when their work cannot be tied to a direct cost-, output producing-work activity. Managers, supervisors, and employees who work on projects or programs that produce outputs, should code costs to the work activity producing those outputs.

Work of a non-specific nature, related to the overarching End Outcome Goal, such as typing correspondence and reports; preparing travel authorizations and vouchers; maintaining time and attendance records, etc. may be coded to this work activity. Other examples of work that can be costed to this work activity include non-specific program training; workforce supervision (employee relations and training, maintaining a qualified workforce); workload accomplishment monitoring; performance measurement; evaluations; program development and budget preparation for the End Outcome Goal.

Administrative training and meetings (i.e., retirement training, CPR training, ethics training, safety training, all employee meetings) which are attended by employees who normally work on specific programs within the relevant End Outcome Goal and which cannot be tied to a more specific work activity may be coded to this work activity. FOIA requests that cannot be tied to a work activity with an output may also be included in this work activity.

<b>Output:</b> NA	<b>Unit of Measure:</b> NA
<b>Inputs:</b>	<b>Cost Drivers:</b>

#### System Interfaces:

#### DOI Program Area Contact: